

# Work Search Requirements For Claimants On State Extended Benefits

One of the conditions for Extended Benefits (EB) eligibility is that you must make a systematic and sustained effort to find work for each week you are claiming EB. The requirements of a systematic and sustained work search are listed below.

1. You must make at least the minimum number of contacts assigned to you when you started your EB claim.
2. Your work search must be ongoing throughout the week. You cannot make all of your contacts on the same day.
3. Your work search must be made by more than one method, unless all contacts are in person. For example, all contacts cannot be made over the phone or by Internet.
4. Your work search must cover more than one type of work. Do not look for work in only one field.
5. The enclosed Extended Benefits Record of Work Search Log must be completed and returned after the completion of the fifth week. **Submitting the form prior to the end of the last week listed could result in a denial of benefits.**

***Failure to meet ALL of the above requirements  
will cause payments on your EB claim to be stopped indefinitely.***

**Union members** claiming EB are required to make the minimum number of contacts based on their county of residence AND complete the four week reporting requirement. Members should look for work that does not interfere with their union agreement.

## Regional Claims Centers

Jefferson City .....	573-751-9040
Kansas City .....	816-889-3101
Springfield .....	417-895-6851
St. Louis .....	314-340-4950
Outside Local Calling Area.....	800-320-2519
Fax Number .....	573-751-9730

*By law, the state extended benefits program will end  
the week ending December 26, 2009.*

**DIVISION OF EMPLOYMENT SECURITY**

